



Creating a PowerPoint Poster

Office of
Educational Programs

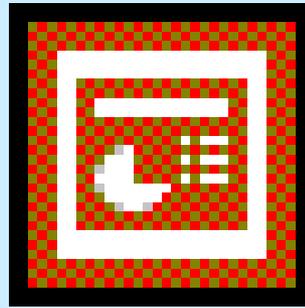
Business, research, industry...
this is the way it's done in the real world.

- Posters are
 - easy to store and move
 - easy to update and modify
 - text, graphics, charts
 - compact communication

Large Format Poster

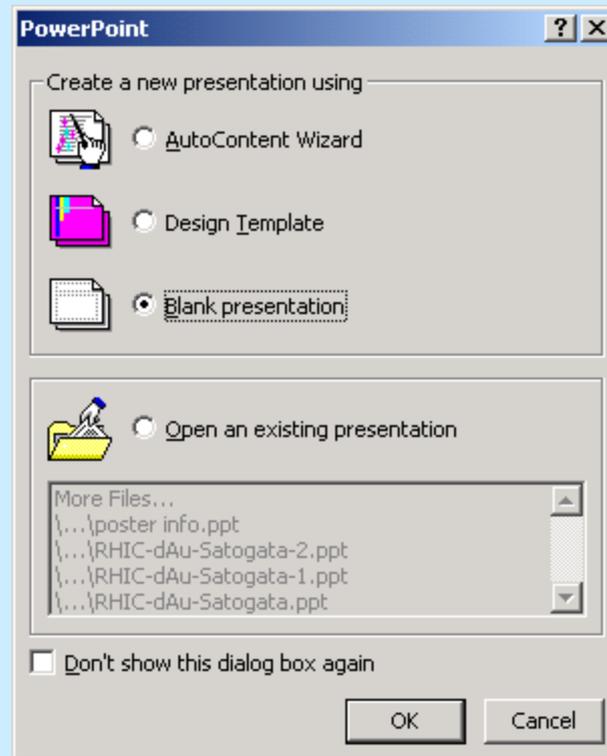
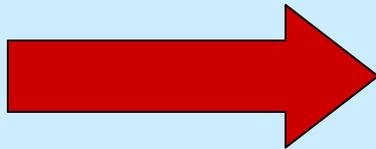
- Provides a brief overview of your work
- Initiates discussion
- Attracts attention
- Gives you something useful to point to as you discuss your work
- Stands alone when you're not there to provide an explanation
- Lets people know your particular expertise

To begin,
choose Microsoft PowerPoint™

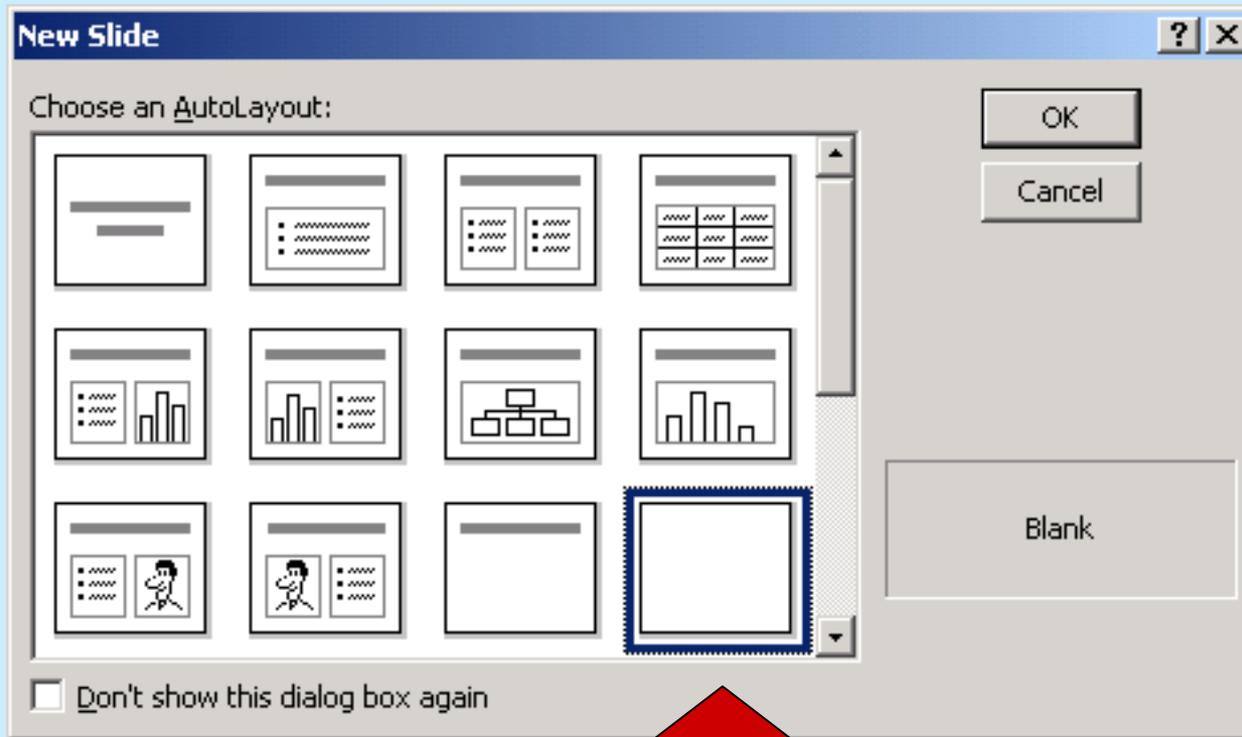


Powerpnt.exe

Create a blank presentation



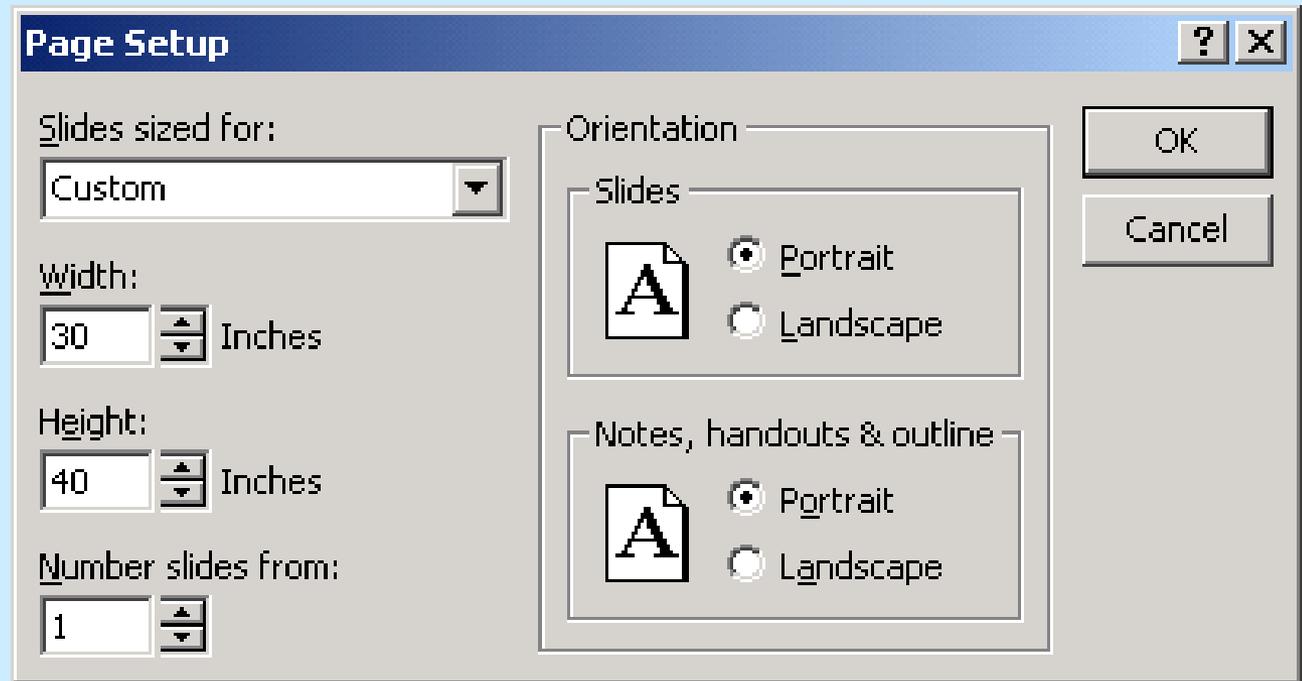
Choose the blank layout



Sizing your page to poster size

- Choose the **File** menu then **Page Setup**
- Choose poster orientation: Portrait
- Choose poster size

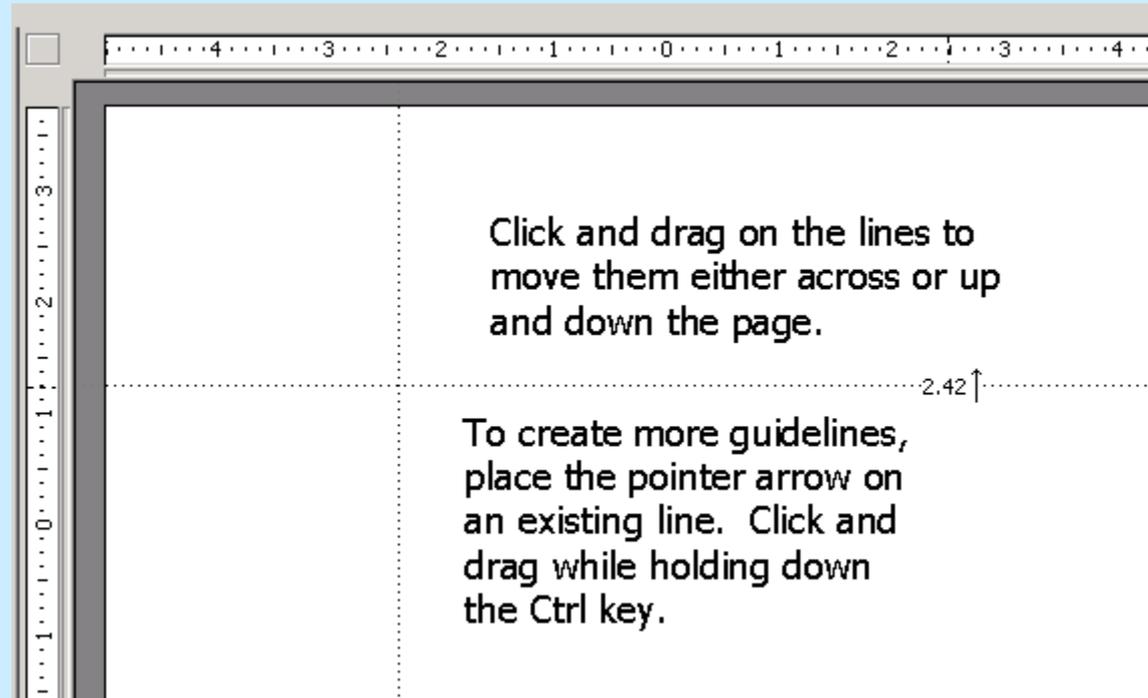
width 30"
height 40"



Using guidelines and grid snap

Used to keep text and images aligned

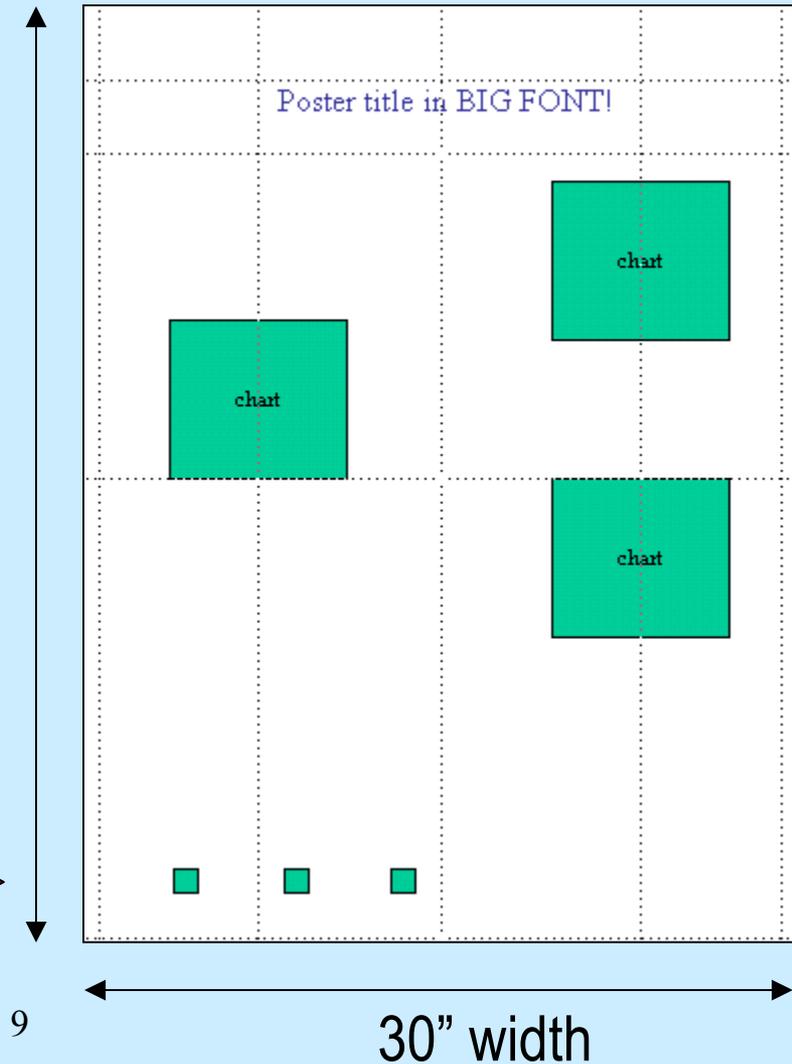
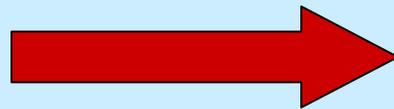
- In View menu, click Ruler
- In View menu, click Guides



Rough out the areas of your poster using guidelines

40" height

String of logos across bottom – or across top if appropriate



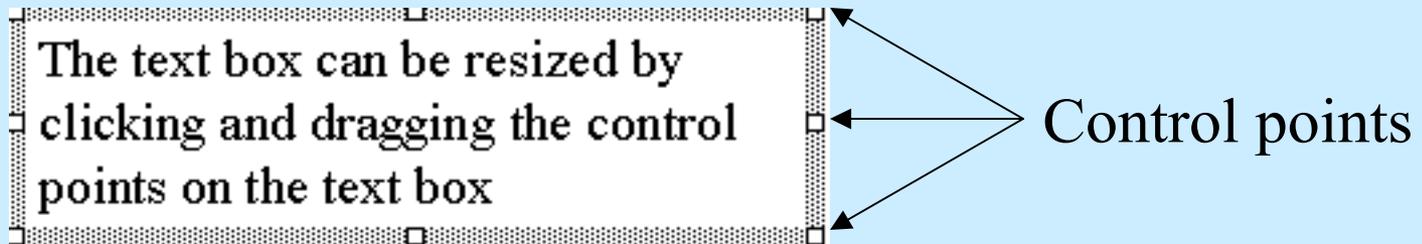
Inserting text

Text can be inserted using

- a text box (text box is located in the Insert menu)
- Cut/Copy and Paste

Text size should be no less than:

- size 44 for the title
- size 28 for sub-heads
- size 18 for body text



Inserting graphics

Graphics and images can be inserted in several ways

- inserted from a file
- pasted via clipboard
- created in a graphics program and inserted into the poster
- .jpg format is preferred
- use the lowest resolution graphic that is legible
 - talk to your mentor about what resolution is appropriate
 - your poster will print faster
 - you'll conserve ink

Images and logos can be copied and pasted
from the internet

BUT! do NOT violate copyright laws!



Required poster logos can be found at
<http://www.bnl.gov/scied/bnlstudents/logos.html>



Create your own graphics

Allows for more creativity

Possible graphics tools include:

- Adobe Photoshop and Illustrator
- MicroSoft products
- imported graphics (be careful of copyright issues!)
- use as low resolution as legible
 - save printer ink
 - save printing time
 - talk to your mentor about an appropriate resolution
- ask your mentor what product he or she prefers

Style Pointers

- Headings: a sans serif font such as **Arial Black**
- Body text: a serif font such as Times New Roman
- Consider a sans serif font for body text, too (this is Arial Narrow)
- No more than three fonts (two is preferable!) per poster
- Remember that your goal is “easy to read”, not “artful”
- Use **bold** rather than underline for emphasis
- 44 point font for titles
- 28 point font for sub-heads
- 18 point font for body text
- text color: black (some special circumstances exist)
- background: light (or white) and unsaturated colors
- include charts, data tables, graphs, and photos of your research

Required poster elements

- see pp. 55-61 in the Office of Science *Program Guidebook*
- Title, your name, your mentor's name
- Abstract
- Introduction and hypothesis
- Methods and Materials
- Results
- Discussion and conclusion
- References
- Acknowledgements
- Logos (BNL, DOE, funding program, etc.)